

## FAX & E-MAIL NOTICING SYSTEM

*U.S. Court of Appeals for the Fourth Circuit, 1100 East Main Street, Richmond, Virginia 23219*

Attorneys and pro se parties are encouraged to register for the Fourth Circuit's Fax & E-Mail Noticing System (FENS). With FENS, you will receive immediate service of court orders, opinions, notices, and correspondence at your preferred e-mail address or fax number, thereby receiving notice of court action several days earlier than you would through U.S. Mail.

FENS works automatically. When an order, opinion, or notice is entered on the docket, the system calls up your previously entered e-mail address or fax number. You receive your electronic copy of the document shortly after its entry on the docket. If an e-mail or fax transmission fails, the system will notify the deputy sending the message, who will call and verify the e-mail address or fax number and the condition of equipment and ensure that you receive a copy of the document.

You must select **one** method of service: e-mail, fax, or U.S. Mail. E-mail is the fastest and most reliable method of service. Documents are sent as e-mail attachments in Adobe Acrobat PDF format. The only software required to open and print these documents is Adobe Acrobat Reader (5 or above). If you do not have Adobe Acrobat Reader software, it can be downloaded free from the internet at the following site: <http://www.adobe.com/products/acrobat/readstep2.html>.

The e-mail address or fax number you provide for FENS will be used to serve you with court documents in all Fourth Circuit cases in which you are counsel of record or in which you are representing yourself. FENS can accommodate only one address per person for service. To ensure that court documents are routinely pulled and distributed when you are out of the office, you may wish to provide a general office e-mail address or other shared e-mail address. If you elect to receive service by fax, a dedicated fax line is required; a cover page will accompany the document. You must notify the clerk's office immediately of any change in your e-mail address or fax number.

Generally, electronic service of a court document will be the only service provided. Certified documents and documents produced other than in 8-1/2" x 11" format constitute an exception; therefore, parties will receive both electronic service of a printed slip opinion and a hard copy of the printed slip opinion in the mail. The clerk's office will also mail a copy of a court opinion, order, notice, or letter to a party upon request.

To participate in FENS, simply complete the form provided and give the e-mail address or fax number at which you wish to receive service of documents from the court. A separate form must be completed for each attorney or party participating. By signing the form, you consent to service of court documents by e-mail or fax pursuant to FRAP 25(c)(1)(D). Consent to service of court documents by e-mail or fax does not constitute consent to service of a party's documents by e-mail or fax, though the parties may enter into such an agreement separately.

I hope you will consider participating in this system, which will provide you with earlier notice of action by the court in your cases. Please contact Suzanne Ruble or Beth Walton at 804-916-2708 with any questions about FENS.

Patricia S. Connor, Clerk

***AGREEMENT TO PARTICIPATE IN ELECTRONIC NOTICING SYSTEM***

*United States Court of Appeals for the Fourth Circuit  
1100 East Main Street, Suite 501, Richmond, Virginia 23219*

**Complete this Form Only Once. It Applies to All Cases in this Court**

I consent to electronic service of orders, correspondence, opinions, and other documents issued by the United States Court of Appeals for the Fourth Circuit. I understand that this consent applies, unless withdrawn, to all Fourth Circuit cases in which I am counsel of record or am representing myself. I understand that electronic service will be the only form of service I receive of most court documents.

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Signature

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Name (printed or typed)

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Firm Name (if applicable)

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I prefer to receive notice by:

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Please send the completed form to **Clerk, U.S. Court of Appeals, 1100 East Main St., Suite 501, Richmond, VA 23219, or via fax to 804-916-2713** (fax number may be used only for FENS registration). Do not return this form if you wish to receive court documents by U.S. Mail. Do not return this form more than once.